

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DCLR-10 (Rev. 08-2010)
State of Wisconsin
Office of State Employment Relations

1. Position No. 017620	2. Cert / Reclass Request No.	3. Agency No. 437
4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS WI Department of Children and Families Division of Safety and Permanence/Bureau of Safety & Well-Being/ Child Welfare Policy Program Section 125 S. Webster, P 10 Madison WI 53703	
6. CLASSIFICATION TITLE OF POSITION PROGRAM & POLICY ANALYST – ADVANCED	8. NAME AND CLASS OF FORMER INCUMBENT Laura Knott Program & Policy Analyst-Advanced	
7. CLASS TITLE OPTION (to be filled out by Human Resources Office)	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES	
9. AGENCY WORKING TITLE OF POSITION Child Protective Services Policy Specialist	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?	
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Emily Erickson Human Services Supervisor		
13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).		
14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:		

SEE ATTACHED

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION (Please see sample format and instructions on Page 3.)

- GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- TIME %: Include for goals and major worker activities.

TIME % GOALS AND WORKER ACTIVITIES (Continue on attached sheets)

SEE ATTACHED

16. SUPERVISORY SECTION – TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION (See instructions on Page 2.)

- a. The supervision, direction, and review given to the work of this position is ☐ close ☐ limited ☒ general.
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

☐ P-FILE ☐ OFFICE OF STATE EMPLOYMENT RELATIONS ☐ EMPLOYEE ☐ DEPARTMENT ☐ CERT REQUEST COPY

Classification Title – Sub-Title

Program & Policy Analyst-Advanced – Child Protective Services Policy Specialist

POSITION SUMMARY

Under the general direction of the Bureau Director and the supervision of the Section Supervisor and in coordination with section colleagues, this position has responsibility for research, analysis, and development of policies, procedures, and protocols related to child protective service (CPS) delivery from time of initial referral through case closure. This position will prepare complex and specialized policy-issue analyses on areas related to child protective services for county agencies, tribal child welfare agencies, and federal liaisons. The position also is responsible for reviewing federal and state legislation and policies, analyzing federal and state-level data regarding CPS practice and outcomes, and assessing promising and evidence-based CPS practices and programming to develop recommendations to improve the state's CPS system and to provide technical assistance and consultation to child welfare agencies. In fulfilling these responsibilities, the incumbent consults on an ongoing basis with key department staff and staffs from local and tribal child welfare agencies and from other key stakeholders, including representatives from other state and federal agencies.

This position will lead or collaborate with other staff in the Child Welfare Policy Section to carry out responsibilities related to development, implementation, monitoring, and outcome evaluation of the CPS practice standards and programs, which include Wisconsin's Access, Initial Assessment, Safety Intervention, and Ongoing Standards. Responsibilities also include providing assisting in the development and implementation of technical assistance, training, and monitoring of processes to assure effective implementation of the state's CPS standards and child welfare programs. The position has responsibility for the advising and assisting in development and implementation of CPS-related training with Wisconsin's Child Welfare Professional Development System (WCWPDS).

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION**TIME % GOALS AND WORKER ACTIVITIES**

- 30% A. Preparation of complex and specialized analyses, issue papers, and reports related to Wisconsin Child Protective Services administered by local child welfare agencies, including the Bureau of Milwaukee Child Welfare (BMCW), tribal and private child welfare agencies, for DCF Administrators and other key stakeholders. The position prepares analyses and develops options, which enable management to make decisions resulting in cohesive policy reforms, improvement of Access, Initial Assessment, Ongoing, and Safety Intervention Standards implementation, and direction on statewide changes or additions to the Standards.**
- A1. Assure state and federal policy, rules and procedures pertaining to child protective services are accurately reflected in the Wisconsin Access, Initial Assessment, Ongoing and Safety Intervention Standards and applicable child welfare initiatives.
 - A2. Analyze information, data and reports on complex program operations and outcomes as well as training and financial issues to formulate policy and program improvement recommendations to Division and Department administrators.
 - A3. Collaborate with other policy analysts in leading teams assembled from BSWB and other bureaus in DCF for purpose of analyzing data and operational effectiveness of the Wisconsin Access, Initial Assessment, Ongoing, and Safety Intervention Standards for child protective services by local child welfare agencies.
 - A4. Research issues in child protective services safety intervention, protective planning, in-home safety interventions, and implementation related to bureau or departmental child protective services initiatives, as requested.
 - A5. In cooperation with other DCF divisions, bureaus, and sections develop an evaluation of the cost effectiveness of child protective services initiatives. Prepare reports with sufficient detail to support recommendations to management and policy makers.
- 30% B. Design and execute analyses of child welfare policy and related outcomes to support the**

effective and efficient child welfare practice requirements and standards and to improve outcomes for children and families served by the local and tribal child welfare agencies.

- B1. Assist in the development and implementation of processes to identify major policy goals and program initiatives which build consensus across divisions, bureaus, and with external stakeholders including county agencies, tribal child welfare agencies, service providers, children, and their families regarding system improvement.
- B2. Interpret, present, and explain the results of the analyses to local child welfare agency managers and leaders, DCF administration, community stakeholder groups, and legislative bodies both on a state and local level relating to effective child protective services practice and outcomes.
- B3. Work with policy analysts, other DCF staff, and other key stakeholders to develop and implement measures that can be used routinely and continuously to assess program performance, including trend analysis and assessment of performance strengths and challenges.
- B4. Using the above analysis, design and lead the development and implementation of program initiatives and policy changes designed to improve program operation and outcomes by applying project management tools, techniques and approaches.
- B5. Develop legislative and budget proposals related to development or modification of current Wisconsin child protective services practice requirements and initiatives to ensure efficient and effective child welfare casework and to improve child welfare outcomes.

15% C. Conduct practice reviews and collaborates with other DCF staff to support quality improvement activities related to child welfare policy, practice and outcomes.

- C1. Serve with Child Welfare Policy Section colleagues in performing case review responsibilities as required by Act 78.
- C2. Coordinate with other department staff to develop, refine and implement case review tools and prepare statewide and local child welfare agency analysis related to practice and outcome performance.
- C3. Consult with and advise leadership at the bureau, division, and department-level regarding any suggested revisions to or creation of any policies, standards, administrative rules, or statutes resulting from the information obtained from the case review. Develop analyses and option papers with alternatives and recommended courses of action to ensure DCF leadership has all information critical to decision-making. Develop, implement, disseminate, and evaluate program or policy assignments from DCF leadership.
- C4. Develop and lead teams of internal and external staff and stakeholders to advance policy and program improvement initiatives using project management tools, techniques and approaches.

15% D. Direct the development and implementation of standards, procedures, and training related to child protective services to assure consistency in decision-making and a structured, standardized approach to the CPS process.

- D1. Demonstrate understanding of provisions and procedures related to assurance of parents' and children's rights through the CPS process.
- D2. Develop strategies with local child welfare agencies to critically assess and review the CPS process to assure consistent integration of and to inform future improvements to child welfare standards, policies, and practices.
- D3. Research, develop, and promote the implementation of policies, guidelines and best practices that enhance Wisconsin's child protective services system, using project management tools, techniques and approaches.

- D4. Demonstrate knowledge of the types of cases that require CPS involvement based on Wisconsin's criminal and juvenile codes, Indian Child Welfare Act (ICWA) requirements, and related standards and policies.
- D5. Demonstrate understanding effective case practice methodologies relevant to Wisconsin child protective services and work with key DCF staff and with the WCWPDS to ensure technical assistance and relevant training are provided to local agency staff to support effective and efficient delivery of child welfare services.

10% E. Work collaboratively with other Division of Safety and Permanence (DSP) and Department staff to assure consistency in policy direction and technical assistance efforts.

- E1. Develop responses to legislators, the media, and key stakeholders regarding standards and issues related to Wisconsin's child protective service system.
- E2. Work collaboratively with federal agencies, the Department's Office of Legal Counsel, and other state, local, and private child welfare agency staff in developing and revising policy and statute, when necessary.
- E3. Coordinate with key stakeholders, including other DCF staff and the WCWPDS to develop and delivery technical assistance to local child welfare agencies.
- E4. Develop forums for local child welfare agencies delivering child welfare services, and other key stakeholders to the state's child welfare service system, to analyze and discuss proposals for legislative, policy and program changes, to identify strengths and challenges in the state's child welfare system, and to develop recommended strategies to improve the efficiency and effectiveness of our child welfare interventions with children and families.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of policy and data analysis related to child welfare practice and program outcomes
2. Knowledge of principles of planning and integration of the goals and objectives from a wide variety of public and private interests and groups
3. Knowledge of data-driven performance monitoring and quality improvement approaches
4. Knowledge of program design, implementation, and evaluation
5. Knowledge of social work theory, principles, and practice in the field of child welfare
6. Knowledge of child protective services programs at a federal, state, or local level
7. Knowledge of relevant sections of Ch. 48, Stats., and other statutes, Department and Division policies, relevant federal law and regulations and administrative rules which affect programs in this position.
8. Knowledge of the Wisconsin or other state's Safety Intervention Standards.
9. Knowledge of related programs operated by other bureaus within DSP, other Divisions within the Department and other Departments
10. Knowledge of Wisconsin's statewide automated child welfare information system (eWiSACWIS)
11. Knowledge of state procedures for budget and statutory and administrative rule language development
12. Knowledge of the content and impact of the Indian Child Welfare Act and the procedures for handling child abuse and neglect cases involving Indian children and their families.
13. Ability to communicate, verbally and in writing, with a wide variety of public and private agencies and individuals
14. Ability to lead cross-system initiatives and manage projects to improve the child protective services system